

William Murdoch Primary School

Visitor Policy and Procedure



Reviewed By:	Governing Body	Date:	March 2023
Next Review Date:	March 2024		

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1. Guidance on Visitors attending School

This guidance is intended to help manage school visitors in a way that ensures the safety of children and adults whilst on site. The responsibility for this lies with the Headteacher, the Senior Leadership Team and the Governing Body.

Keeping Children Safe in Education (KCSiE), 2022 states; 'Safeguarding and promoting the welfare of children is **everyone's** responsibility.'

2. Guidance and Responsibilities

Policy Statement and Principles

William Murdoch Primary School is committed to doing all that it can to promote and maintain the safety of our children whilst they are in our care. This policy sits alongside our Safeguarding and Child Protection Policy and seeks to ensure that actions will be taken in a timely manner to safeguard and promote children's welfare, should concerns arise or incidents occur through inappropriate actions or threats by visitors.

The Headteacher, Mr M Singh and the Senior Leadership Team, are responsible for implementing this guidance and managing visitors to the school. This may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required. The day to day arrangements need to be understood by all staff.

All staff have a responsibility to ensure that all visitors to the school are properly welcomed and managed safely. Therefore, all staff must be made aware of this guidance and that it applies to all visitors equally. The Governing Body recognises that there can be no complacency where child protection and safeguard procedures are concerned. The school requires that **ALL VISITORS** (without exception) comply with this policy and procedure. Failure to do so may result in the visitor(s) escorted departure from the school premises.

Types of Visitor:

People visit schools for a range of reasons, thus leading to a range of legitimate visitors. Visitors may include, but are not limited to:

- Visitors who attend the school in connection with children and who have a professional role i.e., social workers, educational psychologists, SEND officers or other support workers or health care professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches.
- Visitors who attend the school in connection with the building, grounds or equipment i.e., builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors i.e., parents, school governors.
- Organisations which have input to the curriculum, learning and support such as the NSPCC, sports specialists/coaches, music tutors, alternative education providers and PCSO's, for example.

Wherever possible, visits should be planned to ensure they run smoothly considering the need to safeguard both children, the reputation of the school and the visitor. Where required, risk assessments should be undertaken.

The Headteacher, Mr M Singh, or in his absence, the Senior Leadership Team should be made aware of visits in advance. **All** visits must be added to the school calendar.

3. Procedures for **ALL** Visitors

- Wherever possible, visits to the school should be pre-arranged.
- **ALL VISITORS** to the school will be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below).
- Once on site, all visitors **MUST** report to the Main Office in the first instance and **NOT** enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the Main Office.
- At the Main Office, all visitors should explain the purpose of their visit and who has invited them.
- All Birmingham City Council staff should show their photo ID card. (Please refer to **3.1**)
- Visitors who attend in a professional capacity are to have their appropriate photographic ID and DBS documents with them to enable the Main Office to perform the appropriate checks; Except for instance, if this information has been supplied beforehand, either by the visitor's employers (letter of assurance) and/or if they are frequent visitors.
- Visitors will be asked to sign in using the 'InVentry' Visitor Management System, which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's safeguarding protocols which are displayed in this area.
- A visitor's badge should be worn and displayed prominently at **ALL** times.
- Visitors should wait in the Main Office area until they are met by an appropriate member of staff to be escorted to their destination.
- **ALL** visitors should be accompanied by a member of staff. Visitors should **NOT** be left alone with pupils/children unless this is a legitimate part of their role, for example, a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record. A member of staff, designated by the Headteacher, is responsible for the maintenance and security of this record.
- If visitors find they are alone with pupils/children they should report to a member of staff or the Main Office.
- On departing the school, visitors should leave via the Main Office, sign out of 'InVentry,' return their visitor badge and be seen to leave the premises.
- The Main Office are to check the InVentry records regularly to monitor compliance with these procedures.
- If a regular visitor to the school does not have DBS clearance (e.g. ex-student carrying out work experience), this will be referred to the Headteacher for consideration.

- The Headteacher, Mr M Singh, or Designated Safeguarding Lead (DSL), Mrs M Pannu, Mrs K Kullar and Mrs S Baker along with the nominated Safeguarding Governor, Dr H Mehra, should also monitor compliance with the agreed specified visitor's policy procedures. Should any shortfalls arise, they are to be addressed as a matter of urgency, to ensure children and visitors to the school are kept safe.

3.1 Birmingham City Council Staff

William Murdoch Primary School will need to see identification from visitors to confirm that they do indeed work for Birmingham City Council and should, when asked, produce photographic ID. Failure to produce the requested evidence may result in visitors being refused access onto school premises.

3.2 Staff from other Agencies

The same requirement as above 3.1 applies. If we have 'written notification' from an agency that their staff have had all the appropriate pre-employment checks that we would otherwise be required to perform, including a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of these checks before being granted unsupervised contact with children.

3.3 Contractors

The 'statutory guidance says:

'Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required.

In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have the opportunity for regular contact with children, schools and colleges should decide on whether a basic DBS disclosure would be appropriate.

Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If an individual working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Schools and colleges should always check the identity of contractors on arrival at the school'.

For building or maintenance contractors', William Murdoch Primary School will establish a formal agreement regarding access to specific areas of the building. For many building projects, physical separation – fencing off the work areas, will provide additional safeguarding. Any DBS checks required **should** be completed before the contractor begins work in school.

3.4 Trainee Teachers

The statutory guidance says:

*'Where applicants for initial teacher training are salaried by the school or college, the school or college **must** ensure that all necessary checks are carried out. If these trainee teachers are engaging in regulated activity relating to children (which in most cases by the nature of the work, they will be), an enhanced DBS check (including children's barred list information) must be obtained.*

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools and colleges should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

There is no requirement for the school or college to record details of fee-funded trainees on the single central record'.

As with other visitors who have been checked by an external organisation, William Murdoch Primary School should have 'written notification' that appropriate checks have been made and have been reviewed annually.

If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform William Murdoch Primary School that appropriate checks have been made.

3.5 Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit school premises to undertake work within the school (including contractors, supply staff). To qualify for this list the visitor must demonstrate, prior to the visit that:

- They have a currently clear enhanced DBS check and a copy of this has been registered on the school's Single Central Record **AND**
- A currently clear DBS children's barred check has been undertaken **AND**
- Visitors on the approved list **MUST** follow the same procedures on entry to the premises. A copy of the approved visitor list will be kept in the Main Office at all times.

3.6 Governors

Governors should follow the same procedures as other visitors when coming into school. If they are to have unsupervised contact with children, they will require a barred list check in addition to the enhanced DBS check that is a requirement of appointment for governors.

3.7 Parents and Relatives

DfE KCSiE 2022 Part Three states:

'Schools and colleges should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day. Headteachers and principals should use their professional judgement about the need to escort or supervise such visitors.'

3.8 Ofsted

Inspectors carry identification badges which include a photograph along with their name and identification number.

The names of the inspection team will be given to school the day before the inspection begins. Check these names against their ID badges when they arrive.

There is **no** requirement to take a copy of the information on the ID badges, but they must be worn by inspectors at all times during their visit.

Inspectors will have been DBS checked by Ofsted. You do not need to check their DBS information when they arrive, as all inspectors will have been vetted appropriately by Ofsted. They do not carry their DBS check information with them.

For information: Ofsted provide a list of all approved inspectors at:

<https://www.gov.uk/government/publications/ofsted-inspectors-list>

4. Implications of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended entitlement) (Amendment) Regulations 2018 for 'Visitors.'

4.1 The following groups of people, who could be considered 'visitors' are NOT covered by the 'Childcare Disqualification' legislation:

- a. Caretakers, cleaners, drivers, transport escorts, catering staff, catering and cleaning managers, office staff, catering and cleaning staff who are not employed directly to provide childcare (Statutory Guidance).
- b. **Health staff, Speech Therapists, Educational Psychologists**
'Anybody involved in any form of health care provision for a child, area specifically excluded from the statutory definition of childcare, and are therefore not covered by the legislation.' (Statutory Guidance). *This includes school nurses, speech and language therapists and education psychologists.*
- c. **School Governors**
'School governors and proprietors are not covered by the legislation, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision.' (Statutory Guidance).

4.2 The following groups of people, who could be considered ‘Visitors’ ARE covered by the Childcare Disqualification’ legislation:

- a. Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under 8.

Where centrally employed local authority staff are deployed to work in relevant childcare settings in schools (for example peripatetic music teachers or individuals supporting children with additional need) it is the responsibility of the local authority to ensure that such staff are compliant with the requirements of the legislation explained in this guidance.’ (Statutory Guidance).

- b. Agency, or third-party organisations, contracted to work in relevant childcare in schools. The agency must confirm that they comply with the legislation (Statutory Guidance).
- c. Self-employed contractors employed to work in childcare provision (Statutory Guidance).
- d. Trainee and student teachers. The teacher training provider **MUST** confirm that they comply with the legislation (Statutory Guidance).
- e. Volunteers and casual workers who work in childcare (Statutory Guidance)

*‘Volunteers and casual workers (including individuals on work experience) who are directly concerned with the management of childcare provision, or who work on a regular basis, **whether supervised or not**, are within the scope of the legislation and are covered by this guidance.’*

5. Raising Awareness of Visitor Safety With Children

Pupils should be reminded on a regular basis and especially prior to any visits that they should remain with a staff member and not wander off/leave an area which is not supervised by a member of staff. They should also be reminded of any other relevant actions identified by a risk assessment relating to a visit.

6. Concerns related to a Visitor

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor.

Any issues regarding the suitability of visitors to the school should be noted by the Designated Safeguarding Lead, Mrs M Pannu, Mrs K Kullar or Mrs S Baker, and promptly brought to the attention of the Headteacher, Mr M Singh.

If the visitor causes safeguarding concerns the Headteacher should contact the Birmingham Safeguarding Team for advice, and where the adult’s behaviour has caused harm or risk to a child, the Local Authority Designated Officer (LADO).

7. Unknown, Uninvited or Malicious Visitors

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to the Main Office to sign in and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Headteacher or another senior person informed. In extreme circumstances, or if the person refuses to leave, the police could be called.

In the event that an invited visitor refuses to comply or does not have legitimate business on the school site, they will be asked to leave the site immediately. The Headteacher should be informed immediately and will consider whether it is necessary to inform the police

8. Abusive or Aggressive Behaviour

The vast majority of parents, carers, and others visiting our school are supportive and keen to work with us. However, on rare occasions when a negative attitude towards the school is expressed, this can result in aggression and verbal and/or physical abuse towards members of school staff or the wider school community.

The Governing Body expects all members of staff to behave with the utmost professionalism in these difficult situations and attempt to defuse the situation wherever possible - seeking the involvement and support of other colleagues as and when appropriate. However, all members of staff have the right to work without fear of violence and abuse and the right, in an extreme case, to utilise appropriate self-defence and/or contact the police.

We expect parents and other visitors to behave in a mutually respectful and reasonable way towards members of our school community. This policy outlines the steps that will be taken where behaviour of parents or visitors to the school site is deemed unacceptable.

Types of behaviour that are considered serious and unacceptable and will not be tolerated include:

- Shouting at members of staff, either in person or over the telephone.
- Physically intimidating a member of staff, e.g. standing very close to her/him.
- The use of aggressive hand gestures.
- Threatening behaviour.
- Shaking or holding a fist towards another person.
- Swearing.
- Pushing.
- Hitting, e.g. slapping, punching and kicking.
- Spitting.
- Breaching the school's security procedures.

This is not an exhaustive list, but it seeks to provide illustrations of such behaviours that are deemed unacceptable.

Unacceptable behaviour may result in the police being informed of the incident.

Procedure to be followed

If a parent/visitor behaves in an unacceptable way towards a member of the school community, the Headteacher or appropriate staff will seek to defuse and/or resolve the situation through discussion and mediation. If necessary, the school's complaints procedures should be followed.

Where all procedures have been exhausted, and aggression or intimidation continue and/or where there is an extreme act of violence, then a parent or carer may be banned by the Headteacher/Governing Body from the school premises for a period of time (subject to review) and the police will be informed.

In imposing a ban, the following steps will be taken:

1. The parent/carers will be informed, in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached, e.g. that police involvement or an injunction application may follow
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the local authority and the police will be included
3. The chair of the Governing Body will be informed of the ban
4. Where appropriate, arrangements for pupils being delivered to, and collected from, the school gate will be clarified

Links to other policies, legislation etc.

Safeguarding and Child Protection Policy

Parental Expectation Policy

Complaints Procedure

[Keeping Children Safe in Education \(KCSiE\)](#)

[Working Together to Safeguard Children](#)